

# Request for Retrieval of Lost Documents

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the retrieval of my lost documents, specifically [list the documents, e.g., "my passport, driver's license"]. These documents were last seen on [insert date and circumstances of loss]. I believe they may have been misplaced during [explain situation briefly].

To assist in the retrieval process, I can provide any necessary identification or documentation. I would greatly appreciate your help in locating my lost items. Please let me know if you require any further details or if there are forms I need to complete.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]